

PURCHASE ORDER

PO Number: 303-2-0015

Requisition Number: 303-2-00129

Order Date: 8/9/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accounts payable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Multiple -- see line item detail

Attn: Kristy Fierro

Show numbers on all papers and packages

Referenced Source or Vendor

12701999026

Diligent Delivery Systems

Daisy Delivery LLC DBA

9200 Derrington Rd., Ste. 100

Houston, TX 77064

Ashley Culpepper

Phone:231-386-2148, Fax:512-444-5278

aculpepper@diligentusa.com

Daily Courier Service, Monday through Friday, excluding state holidays, for FY 2022, 9/8/2021 - 8/31/2022.

Multiple Locations: State Surplus and TFC.

Description

Price Per Attached Quote Emailed 07/23/2021.

TFC Contact:

Kristy Fierro

512-507-7643

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Daily courier service, Monday through Friday, excluding state holidays.	248	Days	\$14.50	9/8/2021	8/31/2022	\$3,596.00

Regularly scheduled courier services 1 hour daily pickup time: 10:00 AM

Pickup Location:

State Surplus Property Store Front

6506 Bolm Road

Austin, Texas 78721

Delivery Location:
Texas Facilities Commission
1711 San Jacinto Boulevard
Fourth Floor
Austin, Texas 78701

Pricing as per emailed quote dated 7/23/2021

NIGP Class: 962

NIGP Item: 24

Object Class: 286

Reimbursement Type: Not Reimbursable

Grand Total \$3,596.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Executive
Program	Surplus Property - Federal/State
Phone	5125077643
Org Code	0330 - State Surplus Property
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)